

Specialty Training

Incorporating:

The Churchill Hospital
General Practice within Oxford and Banbury
The Horton Hospital
The John Radcliffe Hospital
The Mental Health Hospitals within Oxford
The Nuffield Orthopaedic Centre
NHS Oxfordshire

A HANDBOOK FOR SPECIALTY TRAINING REGISTRARS

Produced by the George Pickering Education Centre
August 2010

Oxford Radcliffe Hospitals 
NHS Trust

INTRODUCTION

Welcome to the Oxford Radcliffe Hospitals NHS Trust.

Specialty Training aims to ensure that more patient care is delivered by trained doctors and develop streamline postgraduate medical training focussed on service required by the NHS and delivered to explicit standards.

The aim of this Handbook is to provide you with useful education and training information at your fingertips to help you through your training. If you have any concerns, please do not hesitate to contact any of the key contacts listed in this booklet.

Good luck on the programme.

Drs Stuart Benham and Kenny McCormick
District Clinical Tutors (all posts in the
Oxford locality)

Mr Jonathan Nicholls
District Clinical Tutor (all posts in the
Banbury locality)

Chantal Vermenitch,
Medical Education Manager, (all posts in
the Oxford locality)

Liz Clarke,
Postgraduate Centre Manager, (all
posts in the Banbury locality)

Junior Doctors

**There is a junior doctors' intranet page
on which you can find:**

- ◆ **Clinical and educational resources**
- ◆ **Healthcare libraries and online journals**
 - ◆ **Telephone directories**
- ◆ **The latest news from your hospitals**

<http://orh.oxnet.nhs.uk/juniordoctors>

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CONTACT DETAILS

1 DISTRICT CLINICAL TUTORS

- 1 Drs Stuart Benham and Kenny McCormick – all posts in the Oxford locality
- 2 Mr Jonathan Nicholls – all posts in the Banbury locality

Contact Details

Stuart.benham@nda.ox.ac.uk
Kenny.mccormick@orh.nhs.uk

Jonathan.nicholls@orh.nhs.uk

2 ASSOCIATE CLINICAL TUTORS

- 1 Dr Brian Angus
- 2 Dr Nicky Beale
- 3 Dr Maggie Hammersley
- 4 Dr Maxine Hardinge

Contact Details

Brian.angus@ndm.ox.ac.uk

njbeale@doctors.org.uk

Maggie.hammerlsey@orh.nhs.uk

Maxine.hardinge@orh.nhs.uk

3 EDUCATION CENTRE STAFF

- 1 Chantal Vermenitch
Education Centre Manager –
All posts in the Oxford locality
- 2 Liz Clarke
Postgraduate Centre Manager –
All posts in the Banbury locality
- 3 Vacant
Education Centre Administrator –
All posts in the Oxford locality
- 4 Lucy Jeffs
Study Leave Officer for all StRs
Based at the Horton Hospital

Contact Details

chantal.vermenitch@orh.nhs.uk

Tel: 01295 (2)29315
Fax: 01295 254437
liz.clarke-pgec@orh.nhs.uk

Tel: 01295 (2)29018
Fax: 01295 (2)54437
Lucy.jeffs@orh.nhs.uk

George Pickering Education Centre
John Radcliffe Hospital
Headley Way
Headington
Oxford
OX3 2DU

Terence Mortimer Postgraduate
Centre
The Horton Hospital
Oxford Road
Banbury
Oxon, OX16 9AL

Email: Jredcentre@orh.nhs.uk (George Pickering Education Centre)
Fax: 01865 220651 (George Pickering Education Centre)
Website address: www.oxfordradcliffe.nhs.uk/forclinicians/postgrad

5 OXFORD POSTGRADUATE DEANERY AND SPECIALTY SCHOOLS

Contact Details

Oxford Deanery

www.nesc.nhs.uk
Tel: 01865 740600
Fax: 01865 740699

School of **Academic Medicine**

Dr Ken Fleming – Head of School
Denise Best – Academic Clinical
Careers Manager
Denise.best@medsci.ox.ac.uk
www.nesc.nhs.uk

ACCS

Dr Alison Gammon – Programme Director
www.oxfordaccs.com

School of **Anaesthetics**

Dr Oliver Dyar – Head of School
oliver.dyar@nda.ox.ac.uk
www.oxfordanaeschool.org.uk

School of **Emergency Medicine**

Dr Pete Thomas – Head of School
Peter.thomas@mkhospital.nhs.uk
www.oxem.org.uk

School of **General Practice**

Dr Glynis Buckle
www.nesc.nhs.uk

School of **Medicine**

Dr Tony Bradlow – Head of School
Anthony.bradlow@royalbershire.nhs.uk
www.nesc.nhs.uk

School of **O&G**

Miss Felicity Ashworth – Head of School
Felicity.ashworth@buckshosp.nhs.uk

School of **Ophthalmology**

Mr Bruce James – Head of School
Bruce.james@buckshops.nhs.uk
www.nesc.nhs.uk

School of **Paediatrics**

Dr Julie Edge – Head of School
Julie.edge@paeds.ox.ac.uk
www.mychox.net/oxpaeds

School of **Pathology**

Dr Sanjiv Manek – Head of School
Sanjiv.manek@orh.nhs.uk
www.nesc.nhs.uk

School of **Psychiatry**

Dr Denis O’Leary – Head of School
Denis.o’leary@obmh.nhs.uk
www.nesc.nhs.uk

School of **Public Health Medicine**

Dr Premila Webster – Head of School
www.phoxd.org.uk

School of **Radiology**

Dr Jane Phillips Hughes – Interim Head of
School
jane.phillips-hughes@orh.nhs.uk
www.nesc.nhs.uk

School of **Surgery**

Dr Tony Jefferis – Head of School
afjefferis@uk-consultants.co.uk
www.nesc.nhs.uk

6 MEDICAL STAFFING

Reception

Contact Details

01865 (7)43462

7 EDUCATIONAL SUPERVISORS

All doctors must be allocated an educational supervisor. Please contact your College Tutor for details.

8 COLLEGE TUTORS

A list of these is available from both Centres.

KEY PERSONNEL

1 DISTRICT AND ASSOCIATE CLINICAL TUTORS

The district and associate clinical tutors manage postgraduate medical and dental education for the Oxford Radcliffe Hospitals, including the Horton Hospital. In relation to Specialty Training they will support the educational and clinical supervisors and the specialty programme directors will report to them. The district and associate clinical tutors are available for educational and personal matters.

2 EDUCATION CENTRE STAFF

Oxford doctors

In the first instance queries should be directed to Chantal Vermenitch.

Banbury doctors

In the first instance queries should be directed to Liz Clarke.

The managers of the Centres are:

- ◆ Chantal Vermenitch – George Pickering Education Centre
- ◆ Liz Clarke – Terence Mortimer Postgraduate Centre

3 SUPERVISORS

Educational Supervisors

Educational supervisors are responsible for overseeing training to ensure that trainees are making the necessary clinical and educational progress. Where possible, it is desirable for trainees to have the same educational supervisor for the whole of their training programme or for stages of training.

Clinical Supervisors

Each trainee should have a named clinical supervisor for each placement, usually a senior doctor, who is responsible for ensuring that appropriate clinical supervision of the trainees' day-to-day clinical performance occurs at all times, with regular feedback.

4 SPECIALTY PROGRAMME DIRECTORS/COLLEGE TUTORS

Specialty Programme Directors (previously known as College Tutors) are local representatives of their college and are also part of the Postgraduate Schools of Medicine (or equivalent Deanery-based structure). They are professionally responsible to the College and have managerial responsibilities to the local Postgraduate School and Deanery.

The primary role is to work with the local School and Trust educational structures to ensure that high quality postgraduate education in their specialty is in place. They will be responsible for the overall management and quality control of the programme within their local area. In the ORH there is sometimes more than one tutor for a specialty.

5 MEDICAL STAFFING

Personnel enquiries such as contracts, pay/banding, appointment, travel expenses, job descriptions, working hours etc should be addressed to Medical Staffing.

6 OXFORD PGMDE

Enquiries around recruitment, training programmes, training numbers, transfers and the Annual Review of Competence Process should be addressed to Oxford PGMDE.

7 SPECIALTY SCHOOLS

Specialty schools can provide you with details of the training programmes, personnel in the schools, courses and meetings and forms such as assessment forms.

THE LEARNING PORTFOLIO

The learning portfolio must be used in order to record your evidence and progress in training. The portfolio will also form the basis of the educational and workplace based appraisal process and the annual planning process. Logbooks, audit reports, research activity and publications can all be kept in the portfolio.

You should check with your royal college and/or the specialty school as to which format you should keep your portfolio in ie electronic or paper based.

You should also find on the college's website assessment forms, PDPs etc.

THE CURRICULUM

The curriculum for your chosen training programme provides a framework for systematic progression through to consultant level. It achieves this through a syllabus that provides explicit standards in the areas of specialty-based knowledge, clinical judgement, technical and professional skills which must be attained to complete each stage of training.

The curriculum for your chosen training programme can be downloaded from the relevant royal college's website and/or specialty school.

ASSESSMENT AND APPRAISAL

Assessment

Assessment is a formally defined process within the curriculum in which a trainee's progress in the training programme is assessed and measured using a range of defined and validated assessment tools, along with professional and triangulated judgements about the trainee's rate of progress¹.

There will be an Annual Review of Competence Progression (ARCP). This replaces the RITA.

Appraisal

Appraisal provides a complementary approach which focuses on the trainee and his or her personal and professional needs and how these relate to performance in the workplace and relate to the needs/requirements of the employer².

You should check with your educational supervisor and college tutor as to where you can access the assessment and appraisal forms.

¹ A Guide to Postgraduate Specialty Training in the UK 2007, point 7.10, page 63

² A Guide to Postgraduate Specialty Training in the UK 2007, point 7.11, page 63

EDUCATIONAL PLANS

Within 4 weeks of starting each post, you must have a PDP and agree an educational plan with your educational supervisor. The plan should set out agreed learning and career objectives in line with the requirements for the relevant level of education as defined by the relevant college or faculty or university as appropriate.

There must also be subsequent meetings to discuss your educational plan which must be documented.

NATIONAL TRAINING NUMBERS

National Training Numbers (NTN) are issued by the Oxford Deanery.

The allocation of a training number has three main purposes:

- Educational planning and management
- To act as a 'passport' for trainees
- Workforce information

In order to be issued with a NTN you should register with the Deanery using the Form R (registration form) which is obtained from and returned to the Deanery.

Only doctors in a run through training programme will be issued with a training number from ST1.

You will lose your NTN when you:

- Are no longer on the GMC Register
- Have completed your training and achieved CCT
- Have been assessed as not being suitable for completing training

ENROLMENT AND CCT DATES

All training grade doctors must enrol with the relevant royal college.

Enrolment has 3 main purposes:

- If you are on a training programme that leads to the award of the CCT you will need to be enrolled in order for your CCT date to be calculated.
- The relevant royal college needs to monitor your progress through the training programme.
- Some colleges will not give you access to the e-portfolio and/or online assessment forms until you have enrolled

EDUCATIONAL APPROVAL OF PROGRAMMES

Approval of specialty training programmes and posts rests with PMETB. It has determined that 'a programme consists of a series of placements in a range of training environments, offered by a range of training providers and to be used by a number of trainees. PMETB approves programmes of training in all specialties which are based on a particular geographical area which could be in one or more Deaneries if a programme crosses boundaries.

STUDY LEAVE

Doctors may be eligible to 30 days leave per annum. The current funding allocation is £600 per annum pro rata. This means that for every month you are at the Horton Hospital, John Radcliffe Hospital, Churchill Hospital, Nuffield Orthopaedic Centre or Oxford and Buckinghamshire Mental Health Trust (Oxford and Banbury posts only) you may be eligible for £50.

The Paediatric Specialty School may top slice your budget which will result in you getting less than £600 per annum pro rata. Please contact the Specialty School for further information.

Funding is attached to the post, not the person, so if you move to Milton Keynes Hospital for example in November 2010, your funding from this date will be held with Milton Keynes Postgraduate Centre.

Funding is calculated from August-August.

Study leave forms must be downloaded from the ORH website – www.oxfordradcliffe.nhs.uk/forclinicians/postgrad. The study leave policy is also on the website.

If you do not think that you will use all your funding you may request to carry it over to the next financial year. You must write to the Terence Mortimer Postgraduate Centre requesting this with an educational plan before the end of the financial year. All unused funds will be lost at the end of the financial year.

Study leave is at the discretion of the District Clinical Tutors.

1 TEACHING AND EDUCATION

1. Oxford Radcliffe Hospitals Website

- 1 Details of other teaching which takes place in the Trust can be found at the following link www.oxfordradcliffe.nhs.uk/forclinicians/postgrad
- 2 The Terence Mortimer Postgraduate Centre offer **Weekly Informative Case Discussions (WICeD)** every Tuesday from 12.30pm – 2.30pm. This is case based teaching.
- 3 The George Pickering Education Centre runs a **Master Class in Ethical and Legal Aspects** and courses in **Advanced Communication Skills, Teaching Learning and Presentation Skills and Leadership and Team Building Skills**.
- 2 The **NPSA** has produced a book on **Medical Error**. This book can be borrowed from the Centres.
- 3 Many of the departments which have Specialty Training Registrars also have 'in house' training and education sessions. Please check with the department or look on the Postgraduate Centres' noticeboards for further details.
- 4 **MOET, ALS, APLS, NLS and EPLS** courses are run by Andrey Dizon – andrey.dizon@orh.nhs.uk
- 5 **HLS, BLS, ILS and PILS** courses are run by Richard Dent – Richard.dent@orh.nhs.uk
- 6 **ATLS, ATLS Reverification and ATLS instructor** courses are run by Annette Smith – Annette.smith@orh.nhs.uk
- 7 **Basic Surgical Skills** courses are run by Sabhia Mughal at Wexham Park Hospital, tel: 01753 634378
- 8 **Critical Care** courses are run by Sabiha Mughal at Wexham Park Hospital, tel: 01753 634369
- 9 **PACES** courses are run by numerous organisations, however contact details for the Oxford course are www.learndoctor.com/paces.
- 10 www.doctors.net.uk runs a series of online educational modules that have essential information to help you look after your patients and yourself. All modules are accredited by the UKCEA, RCP or RCOA respectively.
- 11 www.websurg.com is a virtual surgical university, accessible from anywhere in the world through the Internet. Its goal is to provide the surgical community, scientific societies, medical teaching centres and

industries online training in surgery, information on the latest surgical breakthroughs and the possibility to chat with surgeons and experts from all over the world.

- 12 **ALERT** courses are run by Siobhan Teasdale at siobhan.teasdale@orh.nhs.uk or x21252
- 13 **Conflict Management** course can be accessed through Doctors Net.
- 14 **Medicolegal Foundations** CD Rom produced by the Medical Protection Society. Copies can be borrowed from the Postgraduate Centres.
- 15 **www.123doc.com** offers doctors a one stop service combining medical lecture course, online e-study, online video lectures, books and detailed revision materials
- 16 **www.Onexamination.com** provides online revision for medical examinations.
- 17 **www.BMJlearning.com** provides over 300 learning resources for doctors in primary and secondary care.
- 18 **www.nesc.nhs.uk**
NHS Educational South Central runs courses which are usually free or discounted for Oxford doctors.

The Centres do not endorse any of the external sites and/or external courses which are listed above.

If there is other education and training which you are aware of but is not listed in this Handbook, please let the Centres know, so the Handbook can be amended.

CAREERS ADVICE AND PLANNING

1 EDUCATION CENTRES

Formal careers advice should be sought from your educational supervisor in the first instance. Appointments can also be made to see one of the associate or clinical tutors. Further advice can be sought via the George Pickering Education or Terence Mortimer Postgraduate Centres.

The George Pickering Education Centre can also provide you with details of specialty programme directors and departmental contacts that will be able to provide you with career advice about a particular specialty.

2 CAREERS HANDBOOK

A careers handbook is available from the Education Centres.

3 CAREERS ONLINE

Sci59 is an online career selection tool. It takes only 20 minutes to complete and provides users with a wealth of information of specialties that meet their mix of skills, attributes and aspirations and those that do not.

Users can complete the questionnaire a total of 4 times in the given period of 1 year. It will be 1 use every time you complete a questionnaire and not every time you log in. You can log in as many times as you like.

If you are interested, please contact Sally Ryan – sally.ryan@orh.nhs.uk, Jo Hunter – jo.hunter@bodleian.ox.ac.uk or Linda Atkinson – linda.atkinson@bodleian.ox.ac.uk

4 DELIVERING CAREERS ADVICE

The following are organisations that offer or have careers advice:

The following are organisations that offer or have careers advice:

- 1 The British Medical Journal (BMJ) Careers www.bmjcareers.com
- 2 NHS Careers www.nhscareers.nhs.uk
- 3 British Medical Association www.bma.org.uk
- 4 NHS South Central Education (NESC) – www.nesc.nhs.uk
- 5 The Royal College of Surgeons of England www.rcseng.ac.uk/career
- 6 The Royal College Anaesthetists www.rcoa.ac.uk
- 7 The Faculty of Public Health Medicine www.fphm.org.uk
- 8 Medical Forum www.medicalforum.com

SHOULD THINGS GO WRONG

If you do have concerns about your training, it is important that you contact either your educational or clinical supervisor immediately. This should be done in a formal setting. If you are still not happy after having spoken to the educational or clinical supervisor, please contact one of the district or clinical associate tutors.

There are also organisations which deal with doctors in personal trouble.

1 ALCOHOLICS ANONYMOUS

www.alcoholics-anonymous.org.uk

2 BRITISH MEDICAL ASSOCIATION

The BMA is an independent trade union and professional association. It offers support for professional, ethical and personal matters. It also has a counselling service called '*Doctors for Doctors*' which gives doctors the choice of speaking in confidence to another doctor.

www.bma.org.uk

3 CAREERS DEVELOPMENT UNIT (CDU)

The CDU at the Oxford Deanery provides a comprehensive career development service for all doctors that includes: a career management and information service, help for individual doctors at any stage in their career, an advisory service for trainers, employers and other agencies with responsibility for governance, who need to support the development of a doctor.

cdu@oxford-pgmde.co.uk

4 CHAPLAINCY

Rev Phil Sutton, Head of Chaplaincy
Tel: 01865 257921 or bleep 4606

5 DEFEAT DEPRESSION LEAFLET - Royal College of Psychiatrists

Available from the Postgraduate Centres' leaflet/information stands or from the Royal College of Psychiatrists at www.rcpsych.ac.uk

6 DOCTORS' SUPPORT NETWORK

Anonymous confidential peer support
www.dsn.org.uk

7 MEDIC SUPPORT

Medic Support is a confidential service specifically for doctors and dentists training in Oxfordshire, Berkshire and Buckinghamshire, offering psychotherapy and psychology. It is provided by Oxfordshire and Buckinghamshire Mental Healthcare Trust and funded by the Oxford Deanery. The service is flexible, offering a rapid response and a choice of therapeutic treatment at an accessible city centre setting.

You can refer yourself or you can be referred by a colleague, such as an educational supervisor or occupational health physician.

The service operates on the basis of strict confidentiality. Medic Support does not provide any reports to tutors, employing authorities or referrers without your agreement unless there are exceptional and life-threatening circumstances. Any concerns about confidentiality can be discussed at the assessment meeting.

The service is run by experienced NHS staff: a Consultant Adult Psychotherapist and a Consultant Clinical Psychologist, each of whom have worked for the NHS for more than twenty years and have a special interest in occupational stress.

You can contact Medic Support by phone or email:

- 1 June Dent, Consultant Clinical Psychologist
Tel: 01865 223924
June.Dent@obmh.nhs.uk
- 2 Philip Roys, Consultant Adult Psychotherapist
Tel: 01865 556648
Philip.Roys@obmh.nhs.uk

8 MEDICAL DEFENCE UNION

mdu@the-mdu.com
www.the-mdu.com

9 NARCOTICS ANONYMOUS

Tel: 0300 900 1212
www.ukna.org

10 OCCUPATIONAL HEALTH

- 1 John Radcliffe Hospital – 01865 220798/9
- 2 Horton Hospital – 01295 229442

11 POSTGRADUATE CENTRES

The postgraduate centres at the John Radcliffe and Horton Hospitals are managed by a District Clinical Tutor and Medical Education Manager (see page 4 for details). The centres are also supported by associate clinical tutors and foundation training programme directors. Appointments to meet with the tutors can be made through the postgraduate centres. The staff at the centres can also direct you to other sources of support and information.

12 THE SAMARITANS

Tel: 08457 909090 (UK)
jo@samaritans.org
www.samaritans.org.uk

13 SICK DOCTORS TRUST

www.sick-doctors-trust.co.uk
help@sick-doctors.trust.co.uk

14 SUPPORT4DOCTORS

www.support4doctors.org has been developed by the Royal Medical Benevolent Fund. It aims to provide independent, non judgemental help for doctors by routing them through to a wide range of sources of information, advice and support, including money and finance, health and well being, work and career, family and home.

STORAGE OF INFORMATION

The Education Centres will keep information it receives about your training and education for 5 years after the date of completion of the programme. After this time all information will be destroyed.

WHAT TO DO IN THE FIRST FEW WEEKS OF EACH POST

We appreciate that the first few weeks of each new post will be busy for you. For ease of reference we have therefore provided you with a checklist which you may find useful:

1. attend the Trust induction as appropriate
1. attend the departmental induction
- 3 collect your bleep, white coat and any other equipment
4. make an appointment to see your educational supervisor
5. find out your rota
6. familiarise yourself with the curriculum and assessment forms
7. start to think about who should be completing the assessment forms for you
8. read this Handbook
9. start attending the Centres' training and education sessions
10. find out about other training and education sessions
11. familiarise yourself with departmental and Trust policies
12. carry and read the *New Doctors – No Worries Handbook*
13. book annual and study leave as soon as possible
14. obtain your IT password
15. make contact with the Postgraduate Centres
16. hand in your contact details form to: Chantal Vermenitch
hand in your contact details to: Liz Clarke Horton Hospital doctors

And finally

18. ask the Key Contacts in this Handbook any questions you may have

FURTHER INFORMATION AND READING

1 LITERATURE

1. *A Guide to Postgraduate Specialty Training in the UK* (Gold Guide) (2009)
2. *Duties of a Doctor* (2006)
3. *Good Medical Practice* – General Medical Council (2006)
4. *Good Surgical Practice* – The Royal College of Surgeons of England (2008)

2 WEBSITES

1. British Medical Association - www.bma.org.uk
2. Careers and Performance Support Unit – www.oxforddeanerycdu.org.uk
3. Professional Development for Clinical Teachers – www.faculty.londondeanery.ac.uk
4. General Medical Council – www.gmc-uk.org
5. Modernising Medical Careers – www.mmc.nhs.uk
6. National Patient Safety Agency – www.npsa.nhs.uk
7. NHS South Central Education (NESC) – www.nesc.nhs.uk
8. Oxford Postgraduate Deanery – www.nesc.nhs.uk
9. Oxford Radcliffe NHS Trust – www.oxfordradcliffe.nhs.uk/forclinicians
10. Postgraduate Medical Education Training Board (PMETB) – www.pmetb.org.uk

Royal College and Faculty Websites

1. College of Emergency Medicine – www.emergencymed.org.uk
2. Faculty of Intensive Care Medicine – www.rcoa.ac.uk
3. Faculty of Pharmaceutical Medicine – www.fpm.org.uk
4. Faculty of Public Health Medicine – www.fph.org.uk
5. Joint Royal Colleges of Physicians Board – www.jrcptb.org.uk
6. Joint Committee on Higher Surgical Training – www.jcst.org
7. Royal College of Anaesthetists - www.rcoa.ac.uk
8. Royal College of General Practitioners – www.rcgp.org.uk
9. Royal College of Obstetricians and Gynaecologists – www.rcog.org.uk
10. Faculty of Occupational Medicine – www.facocmed.ac.uk
11. Royal College of Ophthalmologists - www.rcophth.ac.uk
12. Royal College of Paediatrics and Child Health – www.rcpch.ac.uk
13. Royal College of Pathologists - www.rcpath.org
14. Royal College of Physicians of London – www.rcplondon.ac.uk
15. Royal College of Psychiatrists – www.rcpsych.ac.uk
16. Royal College of Radiologists – www.rcr.ac.uk
17. Royal College of Surgeons of England – www.rcseng.ac.uk

NOTES

DISCLAIMER

The advice and information contained in this Handbook is offered to assist you with your training and is given in good faith. As many of the official Specialty Training documents are working documents, there may be amendments or changes to Specialty Training programmes which the Centres and all individuals involved with the Programme are unable to predict at the time of publication of this Handbook. Doctors must check with either of the Centres or other individuals involved with Specialty Training to ensure they have the latest information and advice.